Job Description: Building Services Custodian (Residence)

Job Title: Custodian (Residence)  
Department: Physical Plant  
Reports To: Building Services Supervisor  
Group/Grade: Campus Services I, Grade 1  
Status: Full-time, Non-exempt  
Job Code: 1-11300-30-CS1-01

Summary

This position is responsible for cleaning public areas of residence halls. Other duties as assigned.

Essential Duties & Responsibilities

1) Clean lobby, hallways and public areas by emptying trash, vacuuming, dusting, mopping and cleaning glass to ensure cleanliness and safety of facilities.  
2) Clean public restrooms by emptying trash, mopping floors, cleaning fixtures and supplying paper products to ensure sanitary and adequately supplied public restrooms.  
3) Clean kitchen by cleaning stove, sink, microwave, counters, table tops, windows and ledges to ensure a sanitary food environment.  
4) Assist in project cleaning including stripping and refinishing floors and/or carpet extraction.  
5) Assist in making minor repairs and preventative maintenance.  
6) Maintain inventory of cleaning supplies to ensure supplies are available when needed.  
7) Maintain equipment by following cleaning and care instructions and by reporting all broken or missing equipment to supervisor as soon as possible.  
8) Be available to others who may need assistance or have comments or suggestions as necessary to demonstrate a commitment to quality service and to continually improve services.  
9) Train and supervise student crew in summer.  
10) Operate equipment when required.

Supervisory Responsibilities

This position may supervise student employees.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty.
satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education &/or Experience
The position requires a high school diploma or general education degree (GED) or a one-year certificate from a college or technical school. Requires multiple years of on-the-job training or apprenticeship. The position requires no prior experience or technical knowledge. Experience in commercial cleaning helpful.

Communication Skills
The position requires the ability to exchange information on factual matters, understand and give instructions, and perform other duties which require a basic level of communication skills including listening, reading, speaking, and writing skills. Infrequent or no handling of confidential information.

Decision Making/Judgment
This position occasionally requires independent judgment to complete tasks. Most of the responsibilities are performed in accordance with existing procedures and instructions.

Other Skills & Abilities
1) Ability to work on call in an emergency.
2) Ability to work independently or in a team.

Physical Demands/Work Environment
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work in this position requires exposure to potentially hazardous or unpleasant conditions and/or physical effort of some duration. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1) Walking or standing
2) Lifting and/or carrying objects weighing 5-20 lbs.
3) Working in an area that is very unpleasant because of extreme temperatures, noise levels, odors, or other.